

ANNUAL REPORT – TABLE OF CONTENTS

President’s Report	2
Administrative Director’s Report	3
Artistic Director’s Report	4
Play Selection Committee	5
Awards Committee	6
Artistic Development	7
Production	8
Communications Director’s Report	9
Finance Director’s Report	10
Financial Statements	10-12
Safety Report	13
Membership Director’s Report	
Membership Committee	14
Hospitality Committee	15
Public Relations Director’s Report	16-17
Sales Director’s Report	18
Strategic Planning Committee Report	19-20
Membership Roster - 56th Season	21

PRESIDENT'S REPORT

I couldn't be more proud of this organization and all we have accomplished in our 56th season. Coming back from the previous season which was all done virtually due to the pandemic, we hit the ground running with a full season of live theater as well as a series of one-acts that allowed us to explore new venues, alliances, actors and directors. And it was an absolute pleasure to be able to connect with each other in-person on many occasions.

Thanks to the Board, including our new board members Mandy and Jessica. We had a very collaborative and engaged team who led our committees and stepped in wherever necessary to ensure a positive experience for our members, guests, patrons, sponsors and community. The Season 56 Board of Directors included:

Gretchen Grassl, Artistic Director
Pat Blake, VP and Sales Director
Peter Grassl, President, Communications
Director, Membership Director

Susie Hill, Finance Director
Jessica Rattanasena, Admin Director
Mandy Stebbins, PR Director

Our committees made great strides in supporting our current needs while evolving our focus and the way we work together. Thanks to all of the members who contributed their time, talent and enthusiasm in support of our committees:

Awards	Membership	Public Relations
Artistic Development	Nominating	Sales
Communications	Play Selection	Scholarship
Hospitality	Properties, Facilities & Safety	Strategic Planning

We thrive when our members all pitch in to help maintain this great organization for 56+ years. Thanks to those who went above and beyond to make a difference in our organization. Thank you to our founder, "Papa" John Lynn who created this "little band of Players" in 1966. Thanks to all of the members who have come before us, and all of those who will support us well into the future.

Cheers!

Peter

ADMINISTRATIVE DIRECTOR'S REPORT

Grants: The Illinois ARTS Council Agency has moved their application process to a new platform, Salesforce. IACA awarded KP \$2500.00 for 2022 year, covering the period from Dec 1, 2021, to Aug 31, 2022. This grant was submitted by Amy & Gretchen. The final report for this grant is currently being assembled and to be submitted to IACA by September 30, 2022. In March of 2022, KP has submitted for the 2023 IACA, General Operating Support grant. The Kirk Players has been awarded \$2,700.00. Acceptance process is underway and to be submitted by September 15, 2022.

Pfanstiehl Cares! grant has awarded KP with \$7,000. The grant is to support the youth show, The Trails of Robin Hood and the family show, The Diary of Anne Frank. Grant report for both shows has been submitted to Pfanstiehl Cares!.

Scholarship Committee: The John W. Lynn had a total of 4 applicants (1 from Carmel Catholic High School and 3 from Mundelein High School. The committee met via zoom to discuss and selected the recipients of the scholarship. With outstanding achievements on and off stage, the scholarship was awarded to Victoria Renguso of Carmel Catholic High School and Addison Salski of Mundelein High School. A certificate was awarded to Victoria Reguso by Patrick Blake (VP). Peter Grassl (President) and Jessica Rattanasena (Admin Director) attended Mundelein High School Award Ceremony and presented a certificate to Addison Salski.

Fundraising: A collaboration event with Kendra Scott and Charmed Moonchild Emporium benefits Kirk Players. A percentage of Kendra Scott proceeds during the pop-up event benefited the Kirk Players. \$184 was raised for the Kirk Players.

A special THANKS to our scholarship committee Betty Slack, Fran Hansen, Jeanna Daebelliehn and Terry O'Brien

Jessica
Administrative Director

ARTISTIC DIRECTOR'S REPORT

During the 56th season, the Kirk Players were back onstage, backstage and all over the community making things happen!

We had our three mainstage productions, *Night of January 16th*, *The Trials of Robin Hood* and *The Diary of Anne Frank* and three wonderful short plays helmed by new directors. So many wonderful opportunities for our members and guests!

The board of directors had a very strong year. Jessica Rattanasena and Mandy Stebbins were wonderful additions to the board and many wonderful discussions and decisions emerged from the board.

The group was incredibly fortunate to receive a very generous grant of \$7,000 from Pfanstiehl Cares once again this season. For the third year running, Jessica Rattanasena has applied for and secured this grant, this year including a request to fund both of our spring plays. We also received a \$5,000 Back to Business Grant from the state of Illinois. These grants were so important to us, serving to cover the high costs of *The Diary of Anne Frank* and maintain our financial security.

We had a professional actress and acting coach volunteer to run a Monologue Workout/Audition Techniques workshop with our Adult Summer Workshop and we had a wonderful summer of learning and working on material with Caron. Many new faces joined us for this great class. Our Youth Workshops also did well, we had nearly 80 participants and our teachers did a great job.

The possibilities are endless for KP the next few years-new directors, new members, new venues, new partnerships and people willing to make our ideas a reality!

Peace,

Gretchen

PLAY SELECTION COMMITTEE

Our Play Selection Committee had some fantastic discussions about selections for the 2023-24 season and beyond, including the possibility of producing a musical and what shows will draw audiences.

As we approached the spring and it became clear that we would have to adjust our fall show based on the challenging schedule at MHS, the group stepped up and helped make the decision to do *The Dining Room*.

Planned 2023-2024 Season:

The Wisdom of Eve

The Enchanted Bookshop

Murdered to Death

Thank you to these committee members for going the extra mile this season and helping to select fantastic plays!

Submitted by Gretchen Grassl

Committee-Jon Leslie Lynn, Betty Slack, Jeff Harding, Mike Lieberman, Randy Margison

AWARDS COMMITTEE

The Awards Committee was excited to plan for our return to the in-person awards in the classic categories.

There was so much great work done onstage and backstage this season and we were able to form a slate that reflected those achievements.

Congratulations to all nominees and everyone who participated in shows last season. We are all volunteers who give our time and talent to make the Kirk Players a strong organization.

Thank you to the committee for their work!

Submitted by Gretchen Grassl

Committee-Jeanna Daebelliehn, Monica Stark, Nat Brautigam, Anna Lieberman

ARTISTIC DEVELOPMENT COMMITTEE

The Artistic Development Committee takes on discussions about policy, membership, production and other things that have proven hugely important over the last few years.

We discussed the need for internal training, which led to planning training with Sir Charles on sound and light and a group of people shadowing Brenda through her *Diary of Anne Frank* set design process.

The current membership policy was reviewed by the committee and a plan was made to share it with members who may not be aware of the details in the policy and the expectations of active members.

The group discussed the roles of the production management team members, and specific descriptions were written and reviewed for those roles.

We discussed ideas for upcoming possible summer workshop topics.

I appreciate the great discussions and work done by this group!

Submitted by Gretchen Grassl

Committee- Anna Lieberman, Natalie LaVoie, Brian Motyka, Monica Stark

PRODUCTION REPORT

Our 2021-22 Season saw our return to the stage with three strong productions.

We returned to our roots for our season opener, performing *Night of January 16th*, the first show ever produced by the Kirk Players. Kat Basso directed the show, assisted by Jess Motyka and strong performances were delivered by Kirk Player members, as well as guest actors. It was very bittersweet because this would turn out to be the last show that Kat directed for the group as the Basso family moved out of state. We will miss Kat, Dom, Bella and Max and wish them all the best!

In the gap between shows, Anna Lieberman and Brian Motyka directed two fun short comedies, mentored by myself and Jessica Rattanasena. We recorded the shows at AREA Coffee at night and then performed them live at Lakeside Recreation Center. The new directors did a fantastic job and the actors truly made the most of the fun, unique material.

In March we presented our Children's show, *The Trials of Robin Hood*. Jeff Harding directed the show, assisted by Randy Margison. They did a great job bringing out the humor of the show, and their strong cast and crews made it a very entertaining show. We also had great audience numbers for the show.

For our final show of the season, *The Diary of Anne Frank*, Jon Leslie Lynn served as director, with Brian Motyka as his assistant. This was such an important historical piece and we were thrilled to partner with Or Shalom Congregation and The Illinois Holocaust Museum & Education Center to host a speaker who was a childhood Holocaust survivor. Meeting him and hearing his words was very impactful.

The stellar cast and wonderful work of the production team, crew chiefs and crew members came together to create a really well-done show that did justice to the memory of the Frank family.

Also this spring, Jessica Rattanasena directed a very fun short play that we performed with another play at Tighthouse Brewery this summer. It was a fun, sold-out event and we hope to have another collaboration soon!

Thank you to all of you for working so hard this season to bring these shows to life and welcome back our audiences with a strong season!

Submitted by Gretchen Grassl

COMMUNICATIONS COMMITTEE

Staying connected is a priority for any organization, especially when we are still fluctuating between virtual and live interactions. The Communications Committee supports a number of functions.

Content Publication, PR Support and Quality Assurance: The Communication Committee's ongoing mission is to support content publication for the Board and committees. We provide copy-editing, social media support, and sharing press-releases and posts with multiple community organizations.

Broadcast Communications and Database Management: Jess Motyka continues to manage our distribution databases, updating members, honorary members, guest players, and our public distribution list. She is behind all the Kirk e-mail blasts for meetings, show announcements, special events, etc.

Video Promotions: Martin Hill continues to produce wonderful video sneak peeks for our shows and season promotions and oversee our YouTube site.

Playbill: The committee designs and develops our Playbill shell with all of our Sponsors, as well as the Program insert for each of our shows.

Web Page Management: Our team is responsible for Web site management. We updated our members' photos and profiles. We updated several pages with more current information. We leveraged the forms capabilities to capture and report out on audition applications. We have gathered many ideas on how to improve our site that we plan to implement next season.

Our communication committee members this season included: Doris Nagel, Jess Motyka, Jamie Lee Cortese, Martin Hill and Vicki Herrick.

Thank you for all that you contribute to the Kirk Players and our Community!

Peter Grassl

Communications Director

PROPERTIES AND FACILITIES COMMITTEE

I am very excited to report that Metro Self Storage on Butterfield Rd in Mundelein continues to be very generous. They did not increase the rent this year! We continue to have a double unit which contains set and house storage, 1 containing costumes, and 1 unit with props. All units need to be sorted and organized, I hope that all of you will consider helping the new Director of Property, Finance and Safety.

Thank you to everyone who has supported and helped me during my time on the board. We have accomplished much over the years together.

Committee: Dominick Basso, Mindi Billock, Chuck Fitz-Hugh, Henry Hogan, Brenda Sparks

Submitted by Susie Hill

FINANCIAL DIRECTOR'S REPORT

(see following pages of financials)

FINANCIAL REPORT (coming soon)

FINANCIAL STATEMENT (coming soon)

SAFETY REPORT

The pandemic has been difficult for all of us personally and as a group. I would like to thank everyone who was patient and compliant with masks, vax, and all of the safety precautions. I am happy to say that we rehearsed and performed several shows with minimal issues.

It was challenging to make safety restrictions! Let's continue to be safe and healthy!

Submitted by Susie Hill

MEMBERSHIP COMMITTEE

Membership was a key focus this season, as always. Finding new members, engaging them in meaningful theater and committee work, helping them grow and develop (in partnership with the Artistic Development committee), providing a safe and inclusive environment and a sense of family. We listen to our member's comments, questions, and suggestions on how we can continue to strengthen and enhance our member experience. For safety reasons, some of our monthly membership meetings were in person and some were virtual. We worked to introduce a more fun format for our meetings. We also started providing a monthly update of all our activities (in partnership with the Communications Committee).

- Three new members were added to the Kirk Players during the year: Makenna Wald, Mindi Billock and Vidal Gonzalez.
- Two members moved to honorary status: Brenda Sparks and Meghan Lane.
- We will begin our next season with 37 members and growing.

Committee: Betty Slack, Bev Karns, Barb Selvaggio, Brian Motyka, Jeff Harding, Jon Leslie Lynn

HOSPITALITY COMMITTEE

The Committee continues to extend hospitality to our members, guests, and patrons (in partnership with our House team).

- We supported the annual banquet virtually
- We supported the annual picnic
- We partnered with House to provide refreshments at shows
- We provided food and water to our cast and crews during tech week

Committee: Bev Karns, Fran Hansen, Jeanna Daebelliehn, Lulu Chappa, Marilee C.C. Rusiniak, Martin Hill, Franny Pollack, Nick Ahlstrand

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee had a great 56th season! We made our way back to live on stage while maintaining a virtual presence, and we came back strong! Here are some highlights of our activities and accomplishments.

Facebook

- We posted original content on our outward facing page 112 times.
- We have had 82 additional page likes.
- Last year's page reach was 27,868 with 2,035 page visits and 96 new page likes.

Instagram

- Last year's page reach was 744 with 594 page visits and a total of 220 followers.

Twitter

- We have started to work on upping our Twitter presence and have a small beginning of 42 followers.

Youtube

- We have 160 subscribers.
- We have published 7 videos including, for the first time, two short plays.

Community Outreach - we have made some great new connections this year!

- AREA Coffee generously lent us their space to record our short plays and is welcoming us to perform a preview for "The Dining Room" on their outside stage.
- During the promotion of "The Diary of Anne Frank" we partnered with Congregation Or Shalom in Vernon Hills, The Illinois Holocaust Museum and Education Center, and Samuel R. Harris, a child survivor of the Holocaust, to join with our communities in remembering the Holocaust with a very special program.
- We collaborated with Tighthead Brewing Company for our mini show "Short Plays and Tall Beers" which was a huge success, featuring two of our short plays with some improv in between. We have another event planned for November and are hoping for many more.

- Acosta's Home Furniture in Lake Zurich allowed us to use their space for publicity photos for "The Dining Room" and welcomed us to check their donation inventory for future set pieces and props.

This was a year of transition with a brand new board member and director (me), but this committee worked together to have a great year. This committee does so much and we could never do what we do without a solid team. Thank you PR committee members!

Thank you!!

Committee: Jamie Lee Cortese, Vicki Herrick, Meghan Lane, Natalie La Voie, Doris Nagel, Terry O'Brien, Ron Otrembiak.

-Submitted by Mandy Stebbins

SALES COMMITTEE

The Sales committee has two major activities: the annual Selling of Sponsorships and Managing the house and intermission during performances.

- The 21-22 season consisted of our three main shows, *The Night of January 16th*, *The Trail of Robin Hood*, and *The Diary of Anne Frank*, plus two short plays recorded in November and played at the Lakeside Recreation Center in February, and two short Plays with Improv in July. Thank you to members who managed House for these events, Brenda, Amy, and Patrick. Thank you, all of the members who assisted with House.
- Hardship during the pandemic is still affecting many of our sponsors.
- Sponsorship Sales is nearing the end of the sales season right now. As of 9/5 our numbers are
 - Total amount expected when all that have promised is collected is \$6315. This compares to \$4880 from last year.
- Thank you to the Sales committee for all their effort. Special Thank you to Chuck for all his work every year.

Committee: Pat Blake (Director), Chuck Fitzhugh, Brenda Sparks, Henry Hogan, Mike Lieberman, Natalie LeVoie, Amy Sharer, Nat Brautigam, Mindi Billock

STRATEGIC PLANNING (AD HOC COMMITTEE)

Strategic Planning Committee: Peter Grassl (facilitator). Betty Slack, Gretchen Grassl, Jeff Harding, Jessica Rattanasena, Jon Matousek, Mike Lieberman.

Below is a summary of our Strategy (developed in 2021) and our three year focus areas. We are completing year two and embarking on year 3 in January.



Focus Areas

Here is our original prioritization map. We have made progress in almost all of our Year 1 and Year 2 objectives. And we are well-positioned to continue to make an impact in Year 3. To keep our strategy fresh, we will be engaging a new Strategic Planning Committee (some current members, some new members) to reassess where we are and where we want to go for the next three years.

1) Member Engagement, Development, Diversity and Benefits

Clarify rights, responsibilities and benefits as a member
Provide a positive committee experience
Enhance new member onboarding / orientation / support
Assess and strengthen member engagement and satisfaction
Provide on-going development opportunities based on needs
Assess our approach to Membership outreach / grow our Membership Base
Foster regular communication with honorary members.
Determine if the board positions and committees are set up the right way to support our current and future organization

Year 1	Year 2	Year 3
1		
1		
1		
1		3
1	2	3
	2	3
	2	
	2	

2) Production Quality and Venue Agility

Enhance our virtual show capability
Maintain and continuously improve production quality
Develop a flexible production strategy that lends itself to the various performance and special event types
Identify multiple venue options (virtual, smaller sets, black box, portable) to improve rehearsal / performance flexibility

Year 1	Year 2	Year 3
1		
1	2	3
	2	
	2	3

3) Audience Diversity, Retention and Growth

Evolve our play selection process to include a consistent focus on diversity of roles / talent
Broaden Public Relations / Marketing Contacts
Evaluate Ticket Pricing (also appears under Financial Stability and Longevity)

Year 1	Year 2	Year 3
1	2	
1	2	
1		

4) Strong Ties to Our Community

Continue to strengthen our reputation and respect through service to the community
Expand and Publicize Philanthropy and how we give back to our community
Expand Community outreach
Establish relationships with other non-profits and/or other community theaters
Engage External Advisory board

Year 1	Year 2	Year 3
1		
1	2	
	2	
	2	
		3

5) Financial Stability and Longevity

Increase Budget oversight
Ensure consistent and effective relationship building with donor and grant providers
Evaluate Ticket Pricing (also under Audience Diversity, Retention and Growth)
Assess risk / growth management of our money
Evaluate our charitable strategies

Year 1	Year 2	Year 3
1		
1	2	
1	2	
	2	
	2	

2021-22 - 56th Season Membership Roster

Nick Ahlstrand	Vicki Herrick	Doris Nagel
Mindi Billock +	Martin Hill	Terry O'Brien
Patrick Blake	Susie Hill	Ron Otrembiak
Nat Brautigam	Henry Hogan	Franny Pollack
Lulu Chapa	Bev Karns	Jessica Rattanasena
Jamie Lee Cortese	Natalie La Voie	Marilee C.C. Rusiniak
Jeanna Daebelliehn	Meghan Lane *	Barbara Selvaggio
Charles Fitz-Hugh	Anna Lieberman	Amy Sharer
Vidal Gonzalez +	Mike Lieberman	Betty Slack
Gretchen Grassl	Jon Leslie Lynn	Brenda Sparks *
Peter Grassl	Randy Margison	Monica Stark
Fran Hansen	Brian Motyka	Mandy Stebbins
Jeff Harding	Jess Motyka	Makenna Wald +

+ Denotes New Members - Welcome!

*** Denotes members moving to Honorary status - Thank you for your service!**

A special thank you to Brenda Sparks who has been with the Kirk Players for 24+ years, has completed over 100 assignments, has build some of our most amazing sets, served on the Board and served as President for several years, has designed many of our season graphics and posters, and fostered a relationship with her employer J.J.Henderson & Son who have provided a significant amount of materials and printing services over the years free of charge. All the best to Brenda in her future endeavors. Keep in touch!